

## EMPLOYEE ADVANCED TRAVEL AUTHORIZATION AND DISCLOSURE FORM

FILE WITH THE SECRETARY OF THE SENATE  
OFFICE OF PUBLIC RECORDS  
232 HART BUILDING, WASHINGTON, DC 20510

☐ Amendment (if checked, re-sign and date prior to filing)

PART 1: Complete this section in advance of travel:

Name of individual: \_\_\_\_\_

Travel expenses paid by (list all sources): \_\_\_\_\_

Travel date(s): \_\_\_\_\_

Destination(s): \_\_\_\_\_

Explain why participation in the trip is connected to your official duties: \_\_\_\_\_

\_\_\_\_\_

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

TO BE COMPLETED BY SUPERVISING MEMBER:

I, \_\_\_\_\_ hereby authorize \_\_\_\_\_  
Senator's/Officer's name Print Traveler's name

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. ☐ (*signify "yes" by checking box*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervising Senator/Officer

PART 2: Complete within 30 days of returning from the travel and file both pages of the completed form with the Office of Public Records in Room 232 of the Hart Building.

In compliance with Rule 35.2 (a) and (c), I make the following disclosures with respect to travel expenses that have been or will be paid for me, as set out above:

FILL IN THE APPROPRIATE LINES AND INCLUDE ANY EXPENSES REIMBURSED OR PAID FOR AN ACCOMPANYING SPOUSE OR DEPENDENT CHILD. DO NOT TOTAL. (Attach additional pages if necessary).

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. *See* Senate Rule 35.2(c)(6). (Attach additional pages if necessary):

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

I HAVE MADE A DETERMINATION THAT THE EXPENSES SET OUT IN PART 2 IN CONNECTION WITH TRAVEL DESCRIBED IN PART I, ARE NECESSARY TRANSPORTATION, LODGING, AND RELATED EXPENSES AS DEFINED IN RULE 35.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervising Senator/Officer

PART 3: Both pages of this form, along with a copy of the Private Sponsor Travel Certification Form completed by the trip sponsor(s), MUST be provided to the Office of Public Records, Room 232 of the Hart Building, within thirty (30) days after the travel is completed.